
**Central Region Council
EXECUTIVE COMMITTEE MEETING Minutes
Thursday, March 11, 2004
12:00 p.m.**

Presiding: Jane Reister Conard, Chair

Present: Ed Armour, Greg Diven, Norm Fitzgerald, Paul Jackson, Doug Johnston, Karen Silver, Jon Pierpont, Kerry Steadman and Commissioner Gene D. White.

Excused: Charles Daud

Staff: Diane Lovell and Verene Froisland.

Welcome & Announcements

Jane Reister Conard called the meeting to order at 12:00 p.m. and welcomed all those in attendance.

Ms. Conard made the following announcements:

- Bo Hall has resigned from his position at Salt Lake/Tooele ATC. The Interim Campus President Linda Fife has been invited to attend the next Council Meeting.
- All DWS Regional Council Chairs and Monteen Gordon will be attending the National Association of Workforce Boards Conference in Washington D.C. from March 13 thru 16.
- The Utah Governor's Committee on Employment of People with Disabilities is soliciting nominations for the 2004 Golden Key Awards. They are looking for persons and organizations that have done outstanding work in terms of employing disabled persons. The deadline for nominations is Friday, April 2nd.
- Membership – Diana Kirk, Vice President of Zion's Bank plans to attend the March 25th Council meeting as a potential member. Greg Diven has contacted a representative from Big D Construction and he will also be invited to attend the March 25 meeting.

Status of February 26th Council Meeting Action Items

Letters to Raylene Ireland and Senator Walker re: FEP Time Limits – Senator Walker responded that she would do all she could to ensure fairness and equity.

Letter to Randy Emery – State Council Chair re: \$5,000 Training Limitation – Chairman Emery referred the Council's request for a training limitation increase to staff. The matter will be placed on the State Council's April 22nd Agenda for review and discussion.

Executive Committee Strategic Planning

Jane Reister Conard opened the discussion by noting that last year, the Executive Committee assumed the functions of the previous Membership, Finance and Government Relations Committees. She then led the review of the Executive Committee's year-to-date accomplishments. Discussion followed and goals were developed for 2005 under the framework of Governor Walker's Work Plan.

Membership

Because there is only one "small business" vacancy, Ms. Conard asked for the Executive Committee's concurrence in recruiting Sandy Duncan, Saans Photography to fill the vacant seat. Jill Merritt, jMerritt Alliance, a new business owner would then be encouraged to function as a Council volunteer until there is another membership opening for "small business." Paul Committee members concurred with the Chair's recommendations.

Ms. Conard suggested a goal for next year would be to recruit individuals (human resources executive and/or company officers) from the targeted industries to serve as resource volunteers and be groomed to step in as Council vacancies occur.

Commissioner White stated that he would try to recruit a representative from Detroit Diesel. Tooele's unemployment rate is 8 1/2 percent and they have 10 positions they haven't been able to fill.

Jane thanked Commissioner White and noted that in addition to targeting representatives from growth industries, the Council needed to ensure equitable geographic representation as well.

Ms. Conard reviewed last year's goal to encourage member activism and return on investment (ROI).

Ed Armour stated ROI will be addressed to some degree by the retreat's speaker/facilitator Michael Glauser.

Paul Jackson felt that members are volunteers and many participate in order to provide a service to the community.

Jane agreed that members should have a strong commitment to community service and offered the following as a possible goal statement: encourage member activism and ROI through members' commitment to community service.

Kerry Steadman suggested that customer successes and positive employer feedback should receive greater emphasis and be shared with the Council. Members need know more about things happening in DWS and how DWS serves the community in ways that are beyond the scope of the Council.

The Chair replied that Kerry Steadman's suggestions could be addressed in two ways. First, the Council really needs to ensure the Regional Director has an opportunity to report at each meeting and secondly, the "Kudos Corner" or something like it could be re-instituted. Recent accomplishments and customer success stories could be shared during each meeting.

Greg Diven agreed that member participation could be strengthened if the Council shows how the members' investment of time benefits the community. He felt that the current membership is full of talented people, with excellent skills who are not only business leaders but leaders in the community. The challenge for the Executive Committee is, "how can we best utilize the existing members and get them more involved rather than have them simply show up for meetings." Greg continued, suggesting that as a goal, the Executive Committee should look "at our resources and use these people better".

Jon Pierpont stated that he was thrilled to hear the discussion because he has some ideas on how to better engage the Council's members. He will be meeting with Jane Conard and Darin Brush to discuss opportunities for the Council to get more involved in what the Department is doing.

Finance

Jane Conard announced that she wants to continue the monthly review of training obligations and expenditures.

Jon Pierpont indicated that the Department has developed a broad strategy to address the training issues. One new element of the strategy involves setting monthly training enrollment targets for each Center. Mr. Pierpont is optimistic but cautioned that it would take some time before Central Region is back on track.

Jane Conard suggested that a future meeting be devoted not only to a training update but also to an overview of the structure and life cycle of the mandated annual training plan.

Paul Jackson suggested the same detailed overview be scheduled for a future Youth Council meeting and annually thereafter.

Jane Conard summarized that under the finance function, the Council wants to: a) schedule specific reviews of funding sources and their life cycles; and, b) schedule at least one annual review of the overall DWS services plan. Ms. Lovell was asked to include these objectives on the Council's management calendar.

Government & Legislative Issues

Kerry Steadman pointed out that the Council should work more closely with advocacy groups, especially when they are driving issues that may benefit DWS clientele. He suggested a goal statement would be to determine what their priorities and determine when and how the Council can collaborate on appropriate initiatives or projects.

Jane Conard stated that this goal could be expanded to include advocacy education and be placed under the Governor's "Working Smarter" category.

Karen Silver added that the Council could get information about what advocacy groups are working on from the Statewide CAP Association. CAP's main legislative focus is on Federal issues but they are moving to become more involved in state and local legislative efforts. Ms. Silver also offered to facilitate a meeting between Jane Conard and the Executive Director of the Statewide CAP so that both organizations could begin to jointly explore and identify opportunities for collaboration.

Ms. Conard acknowledged the fine work of Sarah Brenna in keeping the Council updated on legislative issues. Jon Pierpont announced that Ms. Brenna had accepted another position in the department and that Michael Sullivan is the new DWS Legislative Liaison.

Jane Conard asked Diane Lovell to prepare a working list of the Executive Committee's goals and to list them under the appropriate element of Governor Walker's Work Plan. Those three elements are: "Maximizing Human Potential", "Working Smarter" and Improving Utah Today & Tomorrow".

Committee Reports

Basic Needs – Due to time constraints, there was no report given.

Marketing – Due to time constraints, there was no report given.

Facilities – Mr. Pierpont stated that there is a short and long-term facilities plan and at this point, the only new facility planned is in Logan.

Ms. Conard then asked what is being done about Tooele?

Mr. Pierpont responded by stating that Raylene Ireland has put that issue on hold for the time being.

Training & Development – Due to time constraints, there was no report given.

Youth Council – Mr. Jackson stated that the Youth Council would be discussing a \$1,000 Leadership Grant at their next meeting. That item will be brought before the Regional Council after Youth Council action.

Ms. Conard stated that this item would be added to the Central Region Council's March 25th agenda.

2004 Retreat Update

Mr. Diven stated that most of the retreat details have been worked out and everything seems to be right on track. He proposed that "Maximizing Human Potential" be the theme for the Retreat and the Executive Committee members concurred.

Invitations would be mailed out soon. Following the March 25th meeting, Committee/Council goals will be forwarded to Mr. Glauser in preparation for the retreat.

Executive Roundtable – Status Report

Mr. Diven stated that there are 10 members of the Executive Roundtable Committee and the first meeting is tentatively scheduled for March 29th. He again encouraged interested members to attend.

Agenda Setting – March 25, 2004

Items discussed for the agenda include:

- Legislative Update – Sarah Brenna
- Economic Outlook and LMI Update – James Robson
- Annual Goals Review & 2005 Objectives
- Annual Retreat and Executive Roundtable – Updates by Greg Diven
- Regional Director's Report
- Youth Council's \$1,000 Leadership Grant

Kerry Steadman requested that Ms. Brenna report on the financial aspects of recent legislation.

Mr. Pierpont responded by stating that he would inform Ms. Brenna of the request.

Old Business

There was no old business.

New Business

Karen Silver stated that she has been having difficulty getting responses to some questions that she sent to the LMI Department via e-mail.

Mr. Pierpont suggested that Ms. Silver send him her questions and he would forward them to James Robson prior to the Council meeting.

The meeting adjourned at 1:07 p.m.